



Administration  
& Management

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

March 3, 1992

Administrative Reissuance Incorporating Change 1, August 24, 1994

### ADMINISTRATIVE INSTRUCTION NO. 70

SUBJECT: Offices of the Secretaries of Defense and the Air Force Executive Motor Pool

- References:
- (a) Administrative Instruction No. 70, subject as above, June 5, 1985 (hereby canceled)
  - (b) [DoD Directive 5110.4](#), "Washington Headquarters Services," May 6, 1991
  - (c) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," July 1981, authorized by DoD Directive 4500.36, April 10, 1985
  - (d) DoD Instruction 4515.7, "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region," July 31, 1985
  - (e) through (i), see enclosure 1

#### 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) and, under reference (b), supplements references (c) and (d) by providing policy, assigning responsibilities, and prescribing procedures for the operation and use of the Office of the Secretary of Defense and the Office of the Secretary of the Air Force executive motor pool (OSD/OSAF EMP).

#### 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Office of the Secretary of the Air Force (OSAF), the Chairman of the Joint Chiefs of Staff and

the Joint Staff, the Inspector General of the Department of Defense, and those Defense Agencies in the National Capital Region (NCR) that are supported by Washington Headquarters Services (WHS) (hereafter referred to collectively as "the DoD Components").

### 3. DEFINITIONS

3.1. Assistant Office Motor Vehicle Transportation Officers (AOMVTOs). The officials designated and authorized by an Office Motor Vehicle Transportation Officer (OMVTO) to request transportation service from the OSD/OSAF EMP.

3.2. Domicile. A place of residence, regardless of where located, excluding temporary duty (TDY) residences.

3.3. National Capital Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince George's Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

3.4. Office Motor Vehicle Transportation Officers (OMVTOS). The designated representatives of the DoD Components serviced by the OSD/OSAF EMP.

3.5. Official Purposes. Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

3.6. Place of Employment. Permanently assigned workplace or location. TDY workplaces or other locations at which official duties are performed occasionally (e.g., White House, congressional offices, embassies, etc.) are not included.

### 4. POLICY

It is DoD policy that:

4.1. Transportation from the OSD/OSAF EMP shall be provided for the official use of DoD officials occupying the positions listed in enclosure 2 (priority basis) and enclosure 3 (space-available basis).

4.2. Pursuant to 31 U.S.C. 1344, as amended by Pub. L. 99-550 (reference (e)), only the following DoD officials are authorized to use DoD-owned or -controlled

motor vehicles for transportation between their domiciles and places of employment: Secretary of Defense; Deputy Secretary of Defense; Secretaries of the Military Departments; Chairman and Vice Chairman of the Joint Chiefs of Staff; Under Secretaries of Defense; Chiefs of Staff, Army and Air Force; Chief of Naval Operations; and Commandant, United States Marine Corps.

4.3. *OSD/OSAF EMP transportation between home or work and to or from commercial transportation terminals in the NCR is prohibited. Authorized users of the OSD/OSAF EMP are encouraged to drive their privately owned vehicles (POV), or use commercial or public transportation to and from the commercial terminals. The use of POV or public and/or commercial vehicles is reimbursable when an individual is in an official travel capacity.*

4.4. Vehicles can be used only for official purposes and their use otherwise is contrary to law. Section 1349(b) of 31 U.S.C. (reference (f)) states, in substance, that any officer or employee who willfully uses or authorizes the use of a passenger motor vehicle owned or leased by the U.S. Government (except for an official purpose authorized by Section 1344 of 31 U.S.C. (reference (e))), or otherwise violates Section 1344, shall be suspended from duty by the Head of the DoD Component concerned, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant. Military personnel who willfully use or authorize the use of a passenger motor vehicle owned or leased by the U.S. Government (except for an official purpose authorized by Section 1344 of reference (e)), or otherwise violate Section 1344, can be disciplined under the Uniform Code of Military Justice (reference (g)), or other administrative procedures deemed appropriate. Examples of unauthorized use include:

4.4.1. Transportation of Government officials to private social functions.

4.4.2. Transportation for conducting personal business.

4.5. Requests for transportation for second parties in the name of a principal shall not be honored.

4.6. In accordance with DoD Instruction 6055.4 (reference (h)), personnel operating or riding in an OSD/OSAF EMP vehicle are required to wear safety belts at all times on and/or off a DoD installation.

4.7. In accordance with DoD Directive 1010.10 (reference (i)), smoking while operating or riding in an OSD/OSAF EMP vehicle is prohibited.

## 5. RESPONSIBILITIES

5.1. The Director, Washington Headquarters Services, under DoD Directive 5110.4 (reference (b)), shall:

5.1.1. Direct and administer the OSD/OSAF EMP.

5.1.2. Designate an OSD/OSAF EMP Coordinator.

5.2. The Director, Real Estate and Facilities Directorate, Washington Headquarters Services, acting as the OSD/OSAF EMP Coordinator, shall:

5.2.1. Manage and operate the OSD/OSAF EMP consistent with DoD 4500.36-R (reference (c)) and DoD Instruction 4515.7 (reference (d)).

5.2.2. Provide for the pooling of administrative use vehicles.

5.2.3. Establish procedures for assignment and use of vehicles.

5.2.4. Establish a central dispatch point for control.

5.2.5. Provide for the collection of operational data as a basis for inventory and allowance actions and cost and utilization reporting.

5.2.6. Provide for training of EMP personnel.

5.2.7. Ensure the safety, security, and proper use of equipment.

5.2.8. Provide for rotation of vehicles, when practical and economical, to equalize equipment usage.

5.3. The Heads of the DoD Components serviced by the OSD/OSAF EMP shall:

5.3.1. Designate in writing an OMVTO (normally the Component's executive assistant or administrative officer) and at least one AOMVTO to serve as the point of contact to request official transportation service from the OSD/OSAF EMP; submit this designation to the Director, Real Estate and Facilities, WHS, Attention: OSD/OSAF EMP; and ensure that changes to this list are reported as they occur.

5.3.2. Ensure compliance with existing laws and regulations governing the

use of official transportation and ascertain that the intended use of this service meets the laws and regulations.

## 6. PROCEDURES

6.1. Official transportation may be obtained by calling the OSD/OSAF EMP at (703) 695-1575 or (703) 695-1576 between 0700 and 1800 hours, Monday through Friday (excluding holidays).

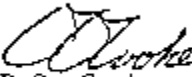
6.2. Advance reservations are preferred for official vehicle support on weekends, holidays, and beyond normal duty hours. However, if advance reservations are not possible, backup support shall be provided by the Pentagon Motor Pool (PMP). This backup support can be arranged after normal duty hours by calling the Cable Division, Correspondence and Directives Directorate, WHS, at (703) 697-8151. The Cable Division, in turn, shall make the necessary arrangements with the PMP.

6.3. When making a request for official transportation, OMVTOs shall provide the following information to the dispatcher: date and day of the week that transportation is required, pickup time, passengers name, location of pickup, destination, special remarks, type of trip ("drop" or "remain with" passenger), and name of requester. This information shall be read back to the requester to ensure correctness. All trips shall be drop trips unless otherwise directed; wait periods may not exceed 30 minutes unless unusual circumstances prevail.

6.4. When departure times and destinations are reasonably close, OSD/OSAF EMP customers shall be asked to rideshare. This will permit more efficient use of the vehicles and possibly prevent another DoD official from being inconvenienced because of vehicle nonavailability.

## 7. EFFECTIVE DATE

This Instruction is effective immediately.

  
D.G. Cooke, Director  
Administration and Management

Enclosures - 3

- E1. References, continued
- E2. DoD Officials Authorized Use of OSD/OSAF EMP (priority basis)
- E3. DoD Officials Authorized Use of OSD/OSAF EMP (space-available basis)

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Section 1344 of title 31, United States Code, "Passenger Motor Vehicles and Aircraft Use," as amended by Public Law 99-550, "Legislation to Restrict the Use of Government Vehicles," October 27, 1986
- (f) Section 1349(b) of title 31, United States Code, "Adverse Personnel Actions," September 13, 1982
- (g) Uniform Code of Military Justice (10 U.S.C.)
- (h) [DoD Instruction 6055.4](#), "Department of Defense Traffic Safety Program," August 25, 1988
- (i) [DoD Directive 1010.10](#), "Health Promotion," March 11, 1986

## E2. ENCLOSURE 2

### DoD OFFICIALS AUTHORIZED USE OF OSD/OSAF EMP (PRIORITY BASIS)

#### E2.1. OSD

*Secretary of Defense*  
*Deputy Secretary of Defense*  
*Under Secretaries of Defense*  
*Comptroller of the Department of Defense and Chief Financial Officer*  
*Principal Deputy Under Secretary of Defense for Acquisition and Technology*  
*Director, Defense Research and Engineering*  
*Assistant Secretaries of Defense*  
*Assistant to the Secretary of Defense for Public Affairs*  
*General Counsel of the Department of Defense*  
*Inspector General of the Department of Defense*  
*Director, Operational Test and Evaluation*  
*The Special Assistant to the Secretary and Deputy Secretary of Defense*  
*Special Assistants to the Secretary and Deputy Secretary of Defense*  
*Counselor to the Secretary and Deputy Secretary of Defense*  
*Special Assistants to the Secretary of Defense*  
*Assistant to the Deputy Secretary of Defense*  
*Assistant to the Deputy Secretary and Secretary of Defense*  
*Assistant to the Secretary of Defense for Atomic Energy*  
*Assistant to the Secretary of Defense (Intelligence Oversight)*  
*Director of Administration and Management*  
*Principal Deputy Under Secretary of Defense for Policy*  
*Principal Deputy Comptroller*  
*Principal Deputy Under Secretary of Defense for Personnel and Readiness*  
*Director, Defense Intelligence Agency*  
*Director, Defense Security Assistance Agency*  
*Director, Ballistic Missile Defense Organization*  
*Director, Advanced Research Projects Agency*  
*Director, Defense Finance and Accounting Service*  
*Director, Program Analysis and Evaluation*  
*Director, Net Assessment*  
*Principal Deputy Assistant Secretaries of Defense*  
*Principal Deputy General Counsel of the Department of Defense*



*Deputy Inspector General of the Department of Defense*  
*Principal Deputy to the Assistant to the Secretary of Defense (Atomic Energy)*  
*Defense Advisor, United States Mission to NATO*  
*Chairman, Reserve Forces Policy Board*  
*Military Assistants to the Secretary and Deputy Secretary of Defense*  
*Executive Secretary of the Department of Defense*

E2.2. Air Force

*Secretary of the Air Force*  
*Chief of Staff of the Air Force*  
*Under Secretary of the Air Force*  
*Vice Chief of Staff of the Air Force*  
*Assistant Secretaries of the Air Force*  
*General Counsel of the Air Force*  
*Assistant Vice Chief of Staff of the Air Force*  
*Deputy Chiefs of Staff of the Air Force*  
*Surgeon General of the Air Force*  
*Inspector General of the Air Force*  
*Principal Deputy Assistant Secretaries of the Air Force*  
*Deputy Under Secretary of the Air Force*  
*Administrative Assistant to the Secretary*  
*Auditor General of the Air Force*  
*Deputy General Counsel of the Air Force*

E2.3. Chairman of the Joint Chiefs of Staff

*Director, Joint Staff*  
*Assistant to the Chairman*  
*Directors, J-1, J-3, J-4, J-5, J-6, J-7, and J-8*

### E3. ENCLOSURE 3

#### DoD OFFICIALS AUTHORIZED USE OF OSD/OSAF EMP (SPACE-AVAILABLE BASIS)

##### E3.1. OSD

*Deputy Under Secretaries of Defense*  
*Deputy Under Secretary of Defense for Policy Support*  
*Deputy Under Secretary of Defense for Policy Planning*  
*Deputy Directors of Defense Research and Engineering*  
*Directors to the Principal Deputy Under Secretary of Defense for Acquisition and Technology*  
*Deputy Assistant Secretaries of Defense*  
*Deputy Comptrollers of the Department of Defense*  
*Deputy General Counsels of the Department of Defense*  
*Assistant Inspectors General of the Department of Defense*  
*Deputy Assistants to the Assistant to the Secretary of Defense for Atomic Energy*  
*Director, Small and Disadvantaged Business Utilization*  
*Director for Special Programs*  
*Deputy Director, Defense Security Assistance Agency*  
*Director of Protocol*